

BANKRUPTCY ATTORNEY CLASS

U.S. Courts
District of Idaho

This class is an instructor-led course designed for the Bankruptcy attorney and staff with hands-on instruction using the Court's Electronic Case Filing System - ECF

Course Length: 2.5 hours

CLE Approved

Prerequisite Skills

- Ability to navigate using a web browser
- Familiar with Adobe Acrobat or other means of converting word processing documents into .pdf format
- Familiar with file management techniques in your law firm.

Course Objectives

- Navigate the Court's webpage and access ECF
- Open a bankruptcy case and adversary proceedings
- File attorney related documents
- Upload a creditor matrix
- File Proof of Claim and creditor related documents
- Submit proposed Orders to Court electronically
- Pay filing fees via the Internet and retrieve Internet Payment history
- How to use Research & Reports functions within CM/ECF
- Update attorney information regarding addresses, e-mail and phone

Pre-Class Assignment

- Read and become familiar with the CM/ECF administrative procedures and ECF Local Rules at:
- Access the court's website: www.id.uscourts.gov and become familiar with online forms and orders